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ANNUAL REPORT CLASSIFICATION
+ WAGE DIVISION 1953

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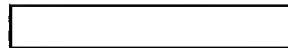
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31 July 1953

MEMORANDUM FOR: Personnel Director
FROM : Chief, Classification & Wage Division
SUBJECT : Annual Report, FY 1953

A detailed statement of FY 1953 accomplishments and objectives of this division, is hereby submitted to supplement the budget estimates previously rendered in accordance with your memorandum of 15 June 1953.



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A N N U A L R E P O R T

FISCAL - 1953

CLASSIFICATION AND WAGE DIVISION

1.Introduction
2.Table of Organization
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4.Position Standards
5.Special Studies and Projects
6.Staff Assistance to Super-Grade Review Board
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1. INTRODUCTION

The servicing of operating divisions with respect to Table of Organization approvals, individual classification actions and similar day to day tasks continued to be the predominant factor in the activities of the division during fiscal 1953. Several significant advances were made in surmounting this routine work load in the direction of improved techniques and methods, position standard developments, and survey activity. A new and comprehensive position analysis format was put into effect so that systematically organized position information would be available for standards and career development programs. By means of an integrated approach to position analysis, all data about the position useful for recruitment, placement, training, career development, as well as classification purposes is being obtained. Statistical studies of average grade structure trends, relationships between authorized T/O grades and grades of incumbents, inter agency average grade comparisons, were undertaken in order to make possible more intelligent review of the classification plan and the manner in which it is working out. Results of these studies have been formalized in policy and regulatory material for Personnel Regulations designed to establish a universal and commonly understood foundation for the activities of the division.

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2. TABLE OF ORGANIZATION

This division assumed the responsibility for the coordination of all Tables of Organization approval within the DD/A area, being made responsible for obtaining concurrences of the Comptroller, Organization and Methods, Logistics, and the General Services Office, and for the preparation of the action paper on such proposals in which such factors as actual need for the positions, the availability of personnel, and the current policies and trends involved were treated. This staff service, when combined with the continuing high rate of reorganization throughout the Agency accounted for a major portion of the work load of the division. Some advance was made in rendering advisory service to the operating offices prior to submission of formal T/O requests. These services included suggestions on alignment of duties, uniform position titling and the furnishing of advisory allocations as to grade and series. Since this type of service is particularly dependent on continuity of personnel and the establishment of mutual trust and confidence between the operating official and the classifier, the effort suffered in some degree because of the staff turnover referred to elsewhere in this report.

For the first six months of the year while the major reorganization of the DD/P area was taking place, covert branch efforts were devoted almost entirely to keeping pace with shifts and changes. Since thousands of positions were involved with heavy pressure for completion of review, a procedural device was adopted on problem or disputed grades. These positions were given grade ranges with recruitment possible only against the lowest grade of the range, until such time as individual review could be made. Thus flagged, the Table of Organization was approved and the operating office not delayed in its staffing activities. A case load of [] resulted from this procedure which was not completed until January. This same technique was used later by the Overt branch on the occasion of reorganization of the Procurement and Supply Office.

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2. TABLE OF ORGANIZATION (Continued)

The 30-25 form and procedure as introduced by this division for making T/O changes appears to be working smoothly. Quarterly machine listings of T/O's were introduced in October, giving a situation report which has made a marked improvement in Agency-wide position statistics in relation to a given date. The full time services of one clerk have been required to maintain the T/O control register, post changes, maintain records and supply information.

STATISTICS

Number of Tables of
Organization Requests *

521

Positions Involved

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*NOTE: These requests range from minimum changes to complete reorganizations involving of positions, such as DD/P.

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3. HIGHLIGHTS OF SURVEY ACTIVITY

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The extension of survey activity to overseas installations took place during the year, and studies of the [] were completed. Due to the analytical approach to the alignment of duties and responsibilities, the progress of the reorganization of these missions was facilitated and the reassignment of personnel more readily accomplished. Occupational information on field positions, previously difficult to obtain due to physical inaccessibility, security and other administrative reasons, was also obtained and is daily proving of value in position standards and other personnel administration activities.

An important technical development in position survey activity was the adoption of an integrated approach to position analysis by which all data about the position, including qualification requirements data was obtained by the classification analyst. Representing a greater depth of coverage, this technique appears well suited to the needs of Agency for complete occupational information of the type widely used in industry and the Armed Forces. Its introduction has met with approval not only in the Personnel Office, but also among the operating officials, and particularly among the career and administrative management officials in the operating offices.

It is to be noted that despite the constant reorganization situation prevailing in the DD/P area, one major survey was carried through to completion with two other surveys nearing completion. The increased survey activity in the DD/I and DD/A areas is also reflected in the attached summary.

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